

**CSIR-National Institute of Science Communication and Policy Research  
Dr. K.S. Krishnan Marg, Pusa Gate New Delhi-110012**

No. CoA/NIScPR/2022

Dated : 04/04/2022

**OFFICE MEMORANDUM**

Today at 10.15 A.M. the Director, CSIR-NIScPR took round of the Institute along with the Controller of Administration to take stock of the activities and to see whether compliance of punctuality is being followed. It was found that many employees had not come to the office till 10.15 A.M. and some of them came by 11 A.M.. The Director took a serious view of the matter and it is ordered that a strict compliance of the rules on punctuality and attendance be ensured. A Office Memorandum to individual errant employees is also being served expressing Director's unhappiness on the matter.

2131  
04.04.22

(R.K.S. Roushan)

Controller of Administration

**Copy to-**

- 1- PPS to Director, CSIR-NIScPR
- 2- All HoDs
- 3- All Sectional Heads
- 4- All Staff members
- ✓ 5- IT Division—Please upload on NIScPR website. for  
R.K.S. Roushan
- 6- All Notice Boards
- 7- Office copy